JOB DESCRIPTION

Job Title

Apprentice School Business Administraror (Level 3 Business Administrator Apprenticeship)

Responsible To

Headteacher, Deputy Head Teacher, School Office Manager

Salary

Apprentice Rate (in line with National Minimum Wage apprenticeship regulations)

Contract

Fixed-Term Apprenticeship Contract (typically 18-24 months)

Hours

30 hours per week

Purpose of the Role

To support the effective leadership, management and administration of our small primary school while undertaking a Level 3 Business Administrator Apprenticeship. The postholder will gain practical experience across finance, administration, human resources, premises, health and safety, communications and school operations, contributing to the efficient running of the school and enabling staff to focus on delivering excellent outcomes for pupils.

The role provides an opportunity to develop the knowledge, skills and behaviours required to progress towards a future career in school business management.

Key Responsibilities

School Administration

- Provide high-quality administrative support to the Headteacher and school staff.
- Manage incoming telephone calls, emails and visitor enquiries professionally.
- Maintain school records, databases and filing systems accurately.

- Assist with pupil admissions, attendance and pupil data management.
- Produce correspondence, reports, letters and other documentation.

Financial Administration

- Support the processing of orders, invoices and payments.
- Assist in monitoring budgets and maintaining financial records.
- Process income from school meals, trips and activities.
- Support procurement processes and value-for-money purchasing.
- Maintain accurate financial information in accordance with school procedures.

Human Resources

- Support recruitment and onboarding activities.
- Maintain confidential personnel records.
- Assist with staff absence monitoring and record keeping.
- Support the coordination of professional development activities.

Communication and Stakeholder Engagement

- Build positive relationships with staff, pupils, parents, governors and external agencies.
- Assist with school communications, newsletters and website updates.
- Respond professionally to enquiries and represent the school positively.
- Support the organisation of meetings, events and school activities.

Health, Safety and Compliance

- Support the maintenance of health and safety records.
- Assist with compliance monitoring and reporting.
- Ensure records are maintained in accordance with GDPR and school policies.
- Report concerns promptly to senior leaders.

School Operations

- Assist with the management of school resources and facilities.
- Support the organisation of trips, visits and enrichment activities.
- Contribute to the smooth day-to-day operation of the school office.
- Seek opportunities to improve administrative systems and processes.

Apprenticeship Responsibilities

- Attend all apprenticeship training sessions and reviews.
- Complete coursework and assessments within agreed timescales.
- Apply learning from the apprenticeship programme to improve school systems and practices.
- Maintain a professional portfolio of evidence.

General Responsibilities

- Safeguard and promote the welfare of children and young people.
- Maintain confidentiality at all times.
- Adhere to all school policies and procedures.
- Promote equality, diversity and inclusion.
- Participate in training and professional development.
- Undertake other duties appropriate to the grade and nature of the post.